

On Line Registration

The **Tinley Park Park District** is proud to have On Line Registration. We feel this service will provide you with the greatest convenience to enroll in classes and programs on your time schedule.

This help page has been created to assist you with the on line process as you navigate through the screens of On Line Registration. If you do not find the answers to your questions, please do not hesitate to contact us.

To enroll in program offerings through On Line Registration, you will need to use a credit card to process the transaction. We currently accept VISA, MasterCard and Discover. **Classes will NOT be held if a transaction is not fully completed.** The printed receipt is your confirmation that the transaction completed successfully. If you cannot print a receipt you may not be enrolled.

Tony Bettenhausen Recreation Center
Registration & Recreation Offices
8125 W. 171st Street
Tinley Park, Illinois 60477
(708) 342-4200
(708) 342-4291 (fax)

On Line Registration Customer Service Hours
Monday – Friday
9:00 am – 5:00 pm



From this screen you can either log in using your User Name and password, or you can view program selections as a “guest”.

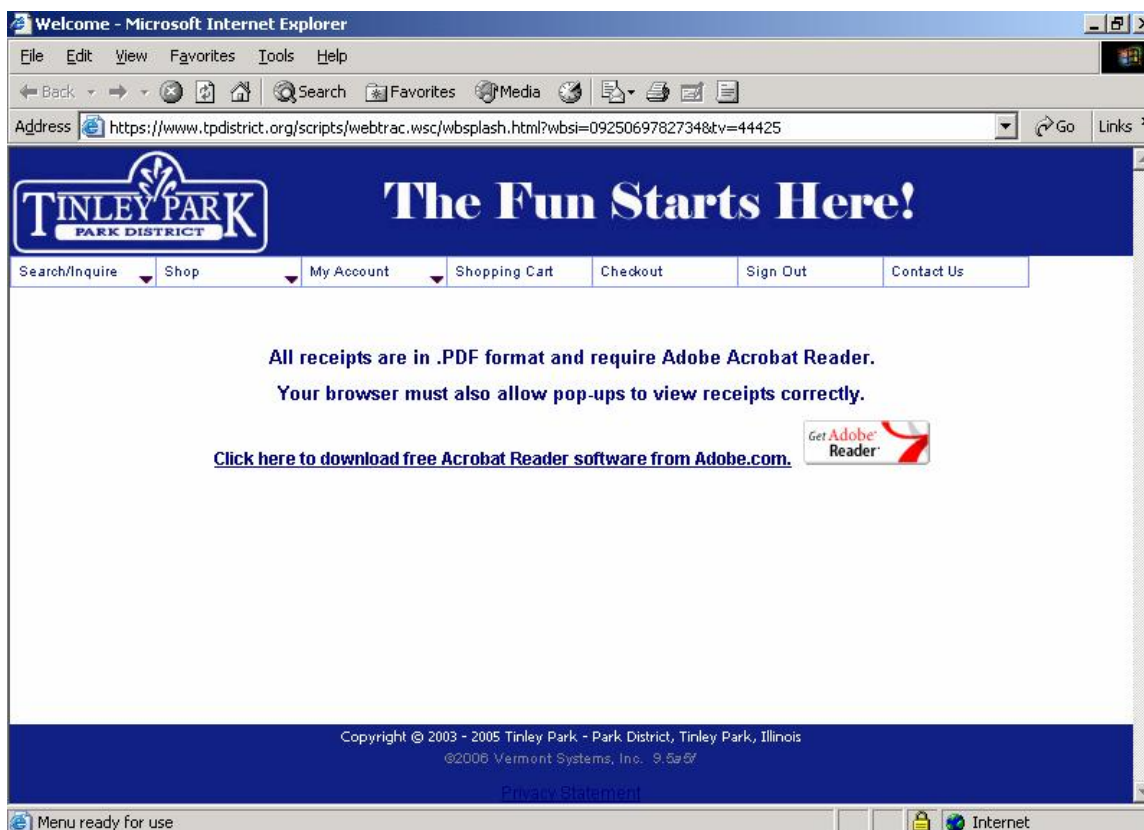
To log in you will need your User Name and password.

User Name: Household Number
 Password: Last Name

If you need your Household number please call our office at 342-4200 or e-mail us at info@tinleyparkdistrict.org. For security purposes, you will be asked a series of questions to assist our staff in identifying you as a household member.

To establish a new Household or add family members to an existing household you will need to visit our offices at the Bettenhausen Recreation Center. Proof of residency will be needed to obtain resident rates.

Keep in mind that you can always view program offerings by clicking on the “guest” button, but you will not be able to enroll without using a log in ID.








Once you've logged in, you will be able to search, view and enroll in programs offered by the Tinley Park Park District. Just beneath the Park District logo you will notice the pull down menus. Here is a quick reference of what you will find by clicking on these navigation menus.





- **Search/Inquire** – The “Search/Inquire” function is designed to assist you in searching for a class by class number, activity or by using a “detailed search”. By clicking here, another link titled “activity” will appear.
 - **Activity** – By clicking here, three option links will appear underneath this heading (Listing, Advanced Search, and Search Type). These options will help you in searching the catalog of classes to select the program and section you want to enroll in.
 - **Listing** – By clicking here, you will find the catalog of available classes is sorted by the class number or activity number and section. To search for a program, you will need the exact activity number from our brochure of the program you are looking for – OR - you could scroll through the programs until you find the program you desire.

- **Advanced Search** – By clicking here, you will be able to choose your activity search criteria. The search will take all the courses that fit your criteria and display them for you. Be sure to set the “Max Match” number to an adequate amount so that it will display enough programs for you to select from.
- **Type Search** - By clicking here, you will be able to do a search by the type of activity you are looking for (i.e. adult classes, trips, etc.) You may find it helpful to use the “Select a Type” by clicking on the selection and choose from the choices already defined.

You can obtain additional information about the class or program from these detailed listings. Under the “Notes” column you will see several icons.

-  By clicking this icon, you will find information pertaining to the location of the class/program
-  By clicking this icon, you will find information pertaining to the cost of the class/program
-  By clicking this icon, you will find enrollment minimums and maximums. If the class is full the icon will change to FULL. Although you can not register for this class, you can put yourself on a wait list. Every attempt will be made to accommodate these individuals on the waiting list. Payment is not required at the time you are placed on a wait list. You will be called if and when an opening is available and at that time payment will be requested.
-  By clicking on this icon, you will find additional information on the program such as: number of sections, age eligibility of participants, a course description and/or needed items.
-  By clicking on this icon, your registration process begins. The program number and section will automatically be filled with your current selection. Remember to select the correct family member to enroll.

The following arrow icons at the bottom of the screen are helpful to scroll through the listings;

-  This icon will get you to the beginning of the list
-  This icon will take you the next group within the selected list
-  This icon will take you to the previous group within the selected list
-  This icon will get you to the end of the list

- **Shop** –Clicking here will bring you to Activity Enrollment (see below).
 - **Activity Enrollment** - By clicking here, you will end up at the same screen that you began on after logging in with your User Name and Password. PLEASE NOTE: *To do a search of programs, you will need the exact program code of the class you are looking to enroll in. Again, you could scroll through the program listings until you find the program you desire, which could take awhile due to the volume of classes and sections. So it is advised that you have a copy of our brochure handy or have written down the program code from your prior search.*

- **My Account** – By clicking here, you get several drop down links that pertain to your household information and account with the Tinley Park Park District. The following links appear when you move your cursor over “My Account”:
 - **View My Shopping History** – provides you with recent activity with your account and displays the activities you have participated in.
 - **Reprint a Receipt** – will show a listing of all activity on your account by date. By clicking a receipt number you may view a previous enrollment/payment receipt. PLEASE NOTE: If you have a pop-up blocker, you will need to allow pop-ups from the On Line Registration site to view the actual receipt. You will also need to have Adobe Acrobat reader installed on your computer to view the receipt. If you do not have the reader installed, download Adobe Reader before downloading the receipt file.
 - **Pay an Old Balance** – The Tinley Park Park District does not allow partial payments on program registrations. Since payment is taken at enrollment, this feature is not in use.

- **Shopping Cart** – By clicking here, it will show you what you have selected to enroll in but have not yet completed the transaction with payment.

- **Checkout** – By clicking her, you will proceed to pay for the programs/classes that you have enrolled in. All classes need to be paid for before you have secured your spot in your selected class. **Online payment is by credit card only.** We currently accept VISA, MasterCard and Discover. The server being used is secure and all transactions are encrypted. **Classes will NOT be held if a transaction is not fully completed.** The printed receipt is your confirmation that the transaction completed successfully. If you cannot print a receipt you may not be enrolled.

- **Sign Out** – By clicking here, you will log out of your User ID and return to the On Line Registration log in screen. You may return to the Tinley Park Park District home page by clicking on the bottom left corner of the screen that reads “Return to our home page”.
- **Contact Us** – By clicking here, you can ask questions via e-mail. We will do our best to provide you the information you need in a timely fashion. E-mails are answered by our customer service staff during our regular office hours: Monday through Friday 9:00am to 5:00pm..

Additional Notes about On Line Registration:

Refund/Credit Policy – For detailed information regarding our Refund Cancellation Policies, please reference our printed brochure on the page entitled Registration Information. All refund transactions will be conducted at our Bettenhausen Recreation Facility **only**. You must call or visit our Recreation Facility to cancel from a class. **No on line cancellations accepted.**

Due to system limitations and the complexity of multiple fee structures, some activities are not available for On-Line Registration. If you try to register for an activity that is not available, the system will give you a message indicating that you cannot register for this activity on line. Please call our office for further assistance.